

Frequently Asked Questions

Statewide RFA

Indiana Tobacco Prevention and Cessation Agency

Q. The RFA lists all indicators on page two; however, it appears that only two areas are considered as the topics for this grant. Is that correct?

A. Yes, that is correct. All indicators are listed for your information, but the statewide grant requests for 2008-2009 only focus on Cessation Systems Change (Indicators #12 and 13) and Building Indiana's Voice Movement (Indicator #2). All proposals must fit into one of these three indicators.

Q. Does the applicant need to be a statewide organization?

A. The organization must meet the requirement of having statewide reach and must demonstrate this reach in the application. That does not mean it must be a statewide organization.

Q. Can an applicant budget for travel to professional meetings and conferences that occur after the close of the project period?

A. No, all expenses must be incurred during the funding period.

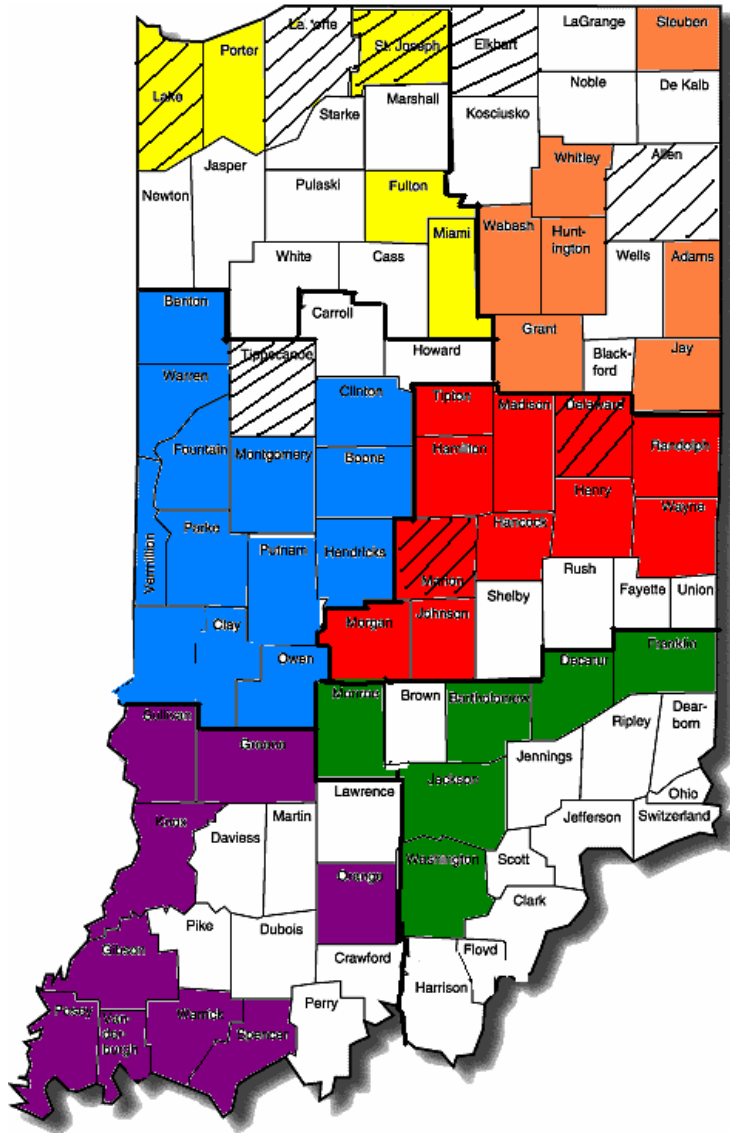
Q. Please explain the Voice Hub structure; who are the Voice Hub coordinators?

A. There are six Voice Hubs which represent six regions in the state. They provide brand marketing, a communication network and empowerment training. Voice hub coordinators spend most of their time assisting partners and their youth in the development of their local Voice movement; provide at least one capacity building session a year based on the needs of the local adults and youth; and plan at least one regional event a year. Voice hubs serve as a communication channel among all who are a part of Voice.

Information about all regional and statewide Voice events may be obtained from the appropriate Voice Hub Coordinator. The Voice calendar of events is established on a regional basis by the Hub Coordinator and on a statewide basis by ITPC. The Hub Coordinators and the Hub map are provided below.

<u>Hub</u>	<u>Hub Coordinator</u>	<u>Agency</u>	<u>County</u>	<u>Address</u>	<u>Phone</u>	<u>Email</u>
East Central	Julianne Stewart	Indiana Teen Institute	Marion	5190 N. High School Road Indianapolis, 46254	317.299.7831	JulianneTI@aol.com
West Central	Liz Thompson	AHEAD Coalition	Montgomery	118 N Green St Crawfordsville, 47933	765.364.7870 Ext 199	Liz.ahead@sbcglobal.net
Northeast	Julie Coon	Indiana Teen Institute	Madison	5190 N. High School Road Indianapolis, 46254	317.430.3986	Jcoon@itiadverture.com
Northwest	Wanda Dudley	Healthy Communities	St. Joseph	401 E. Colifax Ave. Suite 310 South Bend, 46617	574.239.8585 Ext 317	wdudley@hcisic.org
Southeast	Brad Whilhelm - Director	Rhino's Youth Center	Monroe	331 S. Walnut Street Bloomington, 47402	812.333.3430	voicesehub@gmail.com
	Tim Pritchett - Coordinator					-
Southwest	Chanelle Ragland	YMCA of Southwest IN	Vanderburgh	6846 Oak Grove Road Evansville, 47715	812.426.6210 Ext 4312	ragland@ymca.evansville.net

2007 – 2009 Grant Cycle VOICE by Region



The counties in color have Voice in their work plan which indicates that they work with the Hub Coordinator in the region. Each color represents the number of counties that work in each region. The lined counties indicate a minority grantee and some of them also have Voice in their work plan.

Q. Can an organization that receives a grant host their own Voice summit?

A. No, the expectation is that the grantee will participate in at least one of the following: the Statewide Voice Youth Summit; a Regional Voice Activism Event; or ITI Summer Institute. It is a duplication of resources to host a statewide Voice Summit. The point is to link with existing Hub and Voice activities. However, through working with Hub coordinators an appropriate Voice event could be developed.

Q. Can an organization incorporate the healthy lifestyle message along with the anti-industry message?

A. The grant requirement is to focus on anti-industry messaging. The grant must clearly demonstrate that there is a focus on this message.

Q. Can we put activities in the grant proposal for as early as June 2008?

A. ITPC's recommendation is that grant activities start around July 1 in order to make sure the contract is fully executed. It will take about 6 weeks after approval so it is not likely that the grant will be fully executed by June 1, 2008.

Q. What time of year is the statewide Voice orientation usually held?

A. It is usually held in the fall of the year.

Q. Is there information available on the happenings at the Voice Summit held in February?

A.

Q. Does the policy against accepting tobacco money apply only to the lead agency?

A. The lead agency and all subcontractors must certify that the organization does not accept grant money from the tobacco industry. In the case of colleges and universities, ITPC will accept that certification from a college or university department (versus the college or university in general).

Q. What are acceptable matching funds?

A. Eligible matching funds:

Cash from sources other than ITPC

Timeframe to raise the cash?

Noncash contributions are reviewed and approved on a case-by-case basis. ITPC is looking for non-cash contributions to support the statewide grant approved. This is for new initiatives created by the project, not to support existing programs or current projects.

Items specifically excluded from being counted towards noncash contributions

Salaries for existing staff not dedicated to tobacco grant activities

Expenditures for facility rental, utilities or maintenance,

Donated services or equipment, which are not converted to cash,

Gifts that are given to the organization that are not given specifically in support of the project and that are not transferred to the applicant.

Registration fees or any other fee or charge for participation in or attendance at project activities

Applicant's own contribution to the project for activities currently performed under an existing program or project

Money or property that is made available to the applicant through a contractual agreement in which the donor establishes rights over products resulting from funded activities or has the right to withhold payment if levels of performance are not attained.

Contributions that are made under circumstances where there is the appearance the donor might benefit financially by contributing to a particular project, for example, (1) contributions from any institution or individual involved in project activities if the individual, the institution, or persons in their employ will be paid from grant or cost-sharing funds for services rendered to the project; (2) contributions from persons closely related to and living in the same household with someone who directs a grant project if the project director will receive some form of remuneration for the work performed on the project.

Q. What are the line spacing, margin and font size requirements for the proposal?

A. The proposal should be double-spaced with one inch margins using a 12 font.

Q. Are the forms available as word documents?

A. Please contact Anita Gaillard at agaillard@itpc.in.gov to request the application in a word document.